1925-26 (P&S.)

File No. 4-25

Previous References

E.A.7-23-3
E.A.C. Weekly 19-1.
E.A.C. 2091-8/Secy 9-24-4.
E.A.C. 2838-1/Secy 12-24-2.

Later references.

P&S 4-25 (147, 151, 153-7)
Ln 46-27-405
F.B. 91-28-1.

Serial Nos. 42, 66, 72, 73, 78, 83, 88, 93, 97, 116, 118, 124, +150

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Nineteen (19)

Part B for July 1926

SUBJECT

Supply of Stationery & Forms to Govt. Departments

&150 To the Secretaries to Govt.
the Heads of Departments
the Supdt. of Stationery.

No 5752-124/- dt 3.7.1926

Directs that the work of Standardisation be proceeded with as quickly as possible and the forms of all kinds Standardized early and that the supply of forms, regularly & with reference to existing stock.

Abom
7.10.26.

GENERAL AND REVENUE SECRETARIAT.

1925)

NOTES.

File No. 4-25

FILE HEADING.

Supply of stationery and forms to Departts.

From

The Superintendent of Stationery

No. 256 Dated 16-11-1925 Received 18-11-25

Diary No. 2039	Enclos. — Spare Copies. —	Serial No. 42

BRIEF ABSTRACT OF LETTER.

States that in consequence of the Standardisation of the indents for forms & registers of certain Departments, the Stationery Deptt is not in a position to know the actual quantities of the forms & registers available in Stock in the Departts and that there has been an accumulation of certain forms not in frequent demand resulting in much Consumption of papers which could otherwise be utilised in printing the forms absolutely necessary & requests that the Departts concerned may be directed to send their indents as usual.

Ref. The object of Standardising the indents for forms and registers has been to do away with the labour involved in preparing the indents and to

NOTES AND ORDERS.

NOTES—First Sheet.

Serial No.

minimise the work and cost in printing & supplying the forms. As the normal requirements of the Departts for forms have been fixed, there is hardly any need for the indents being sent to the Stationery Depot. The Superintendent states that there has been an accumulation of certain forms which are not much in demand. Consequent waster of ~~forms~~ paper by this arrangement. If approved, the Supdt's communication will be sent to the Heads of Departts concerned for remarks.

E
21/11/25
Ind

, Please put up the file a while after standardisation was decided upon

4)

Submitted with the files (E.A.G. 444-20 & 7-23-3). It will be seen that the object of standardising the forms has been to enforce economy & uniformity in the printing of forms and to avoid delay in the supply of forms in regular use in any Departt until an indent therefor is received. The Superintendent of the Stationery Depot & the Heads of Departts concerned were also consulted by the Efficiency Audit Officer in preparing the list of Standard forms & Departts whose forms & registers were standardised up to 1924, as directed in para 4 of the G.O. dt. 19-5-1920.

Submitted for orders.

Ind
10/12/25

NOTE.—Contn. Sheet

Serial No

1) The Supdt of Stationery suggests that revision of the practice of sending indents. His reason is that some of the forms supplied are not used up within the period allotted & consequently there is accumulation of those forms by the periodical supplies. This results in waste of paper and printing which may be advantageously utilised in printing the forms which are in large demand. The Heads of Depts may perhaps be consulted on the proposal and asked to state if any forms are thus accumulated

28/V

Ag Secy 6) Ye Supt

28/V.

28/V

7) Seen with a draft.

A800. 22/26

8) Done (and Sec to G. which the forms have been standardised)

M S 4/1

66 To The Heads of Departts (Concerned) No G. 4918-26 & S-1-26

Forwards copy of SL 42 and enquires whether any forms and registers supplied have been lying unused & whether he is of opinion that the proposal of the Supdt may be accepted.

NOTE—Contn. Sheet

Serial No

72 From the Chief Inspr. of Excises. No. 948 dt. 7.1.26 stating that so far as his deptt is concerned no change is necessary.

73 From the IG of Police No. 458 dt 7.1.26 stating that there is some truth in what the Supdt says & that the Supdt's proposals may be accepted.

9) Subd for perusal. The replies from the other deptts may be awaited

1:) Yes
mw 9/1

8.1.26

78 From the Meteorological Reporter No. 473 dt 9.1.26 stating that he agrees to the proposal of the Supdt.

For the Comptroller,

83 No 805 E. dt the 16th January 1926.

States that so far as his office is concerned annual indents for forms & registers are being sent after scrutiny of the stock on hand & the requirements of the next year.

11) No definite opinion in regard to point of accepting the Superintendent's proposal has been expressed - the views of all the Treasuries in the State does not appear to have been ascertained. Replies due from other Deptts will be awaited.

If approved - 12) Yes
mw 9/1

20/1/26

Note—Contn. Sheet

Serial No

85 To the Chief Commandant
G 5393/25-26 of the 20.1.1926.

States that as the first consignment of Standardised forms have been received it is too early to say how many of them will be over issued and suggests that instead of a complete reversion to the annual indent system, the Standardised system may be supplemented by annual regulation as to printing and supply in consultation with the Dept concerned.

(2) Replies are still due from the Excise, Civil, Criminal & Vetny. Depts and their receipt will be awaited and reminders issued about the 15th proximo.

30/1/26

93 From the Ex Commnr. No. GC.80-25 dt 2-1926.
states that the subject has been referred to the Dy Commnr for opinion & that a further report will be made on receipt of their replies

97 From H. Dy of Agre No KOE-1183/A dt 14.2.26
stating that present system is working satisfactorily & no change is called for as far as the Vety. Dept is concerned.

15) The final Returns from the Civil Surgeon & the Registration Dept. may be awaited

17/2/26

NOTE—Contn. Sheet

116 From The D.C. of Rajkot C.R. 568 & 22.3.26.
Serial No stating that the old system may continue
118 From The Excise Commr. C.C 80-25 B 23.3.26
stating that the present System has not been working well & requires modifications

1) The reply from the Regr Chief Crt may be awai

29.3.26

17) D. Mw

124 From The Registrar Chief Court No. 924 B 6.4.26.. stating the terms of revised proposal agreed to between him & the Supdt of Stys & requesting that these revised proposals may be adopted & the G.Os amended accordingly

18) Submd for orders.

7.4.26

Please see the papers about Ahmedabad who wants a change & who are against him 12/4

19) The D.C. Police, The Meteorological Reporter, The Comptroller, The Chief Commr., The Excise Commr & the Registrar Chief are in favour of suitable modifications being made & the reversion to the mid-Septr.

1) The Regr. Chief Crt has also sent a set of revised draft rules drawn up in Consultation with the Supdt of Stys

NOTE—Contn. Sheet

WD 71264—GPB—10,000—17-5

neral and Revenue Secretariat

P&J File No. 4 of 1925

Serial No.

2 The Chief Inspr. of Mines, Dy. of Agre & I.C. of Registration are against any change being made in the existing System Suited for orders.

16.4.26

19/4

PTO

NOTE—Contn. Sheet

WD 01264—GPB—10,000—17-12-25

Serial No.

In a Government Order dated the 19th May 1920 Government directed the prepration of standard lists of forms required by the various departments in order to economise stationery, to regulate the printing of forms and obviate the necessity for annual indents being sent by the various officers. In accordance with this order the forms of (seven) departments have so far been standardized. The Superintendent of Stationery in a letter dated the 16th November 1925 raised the question of reverting to the old practice of supply of forms on indents in the case of these departments also. He says that experience has shown that standardization has failed. There is accumulation of forms in some offices. The Press, however, has to print each year a certain number all of which is not required. This has resulted in consumption of paper that can be avoided. He therefore suggests that even departments whose requirements have been standardized should make annual indents for forms and registers noting balances in hand and average consumption. The Departments have been consulted. The Chief Inspector of Mines thinks that no change is necessary. The Inspector General of Police says that there is some truth in what the Superintendent says and that his proposal may be accepted. The Meteorological Reporter agrees with the Superintendent because in printing annually the forms could be corrected if necessity arose. He says, however, that that there is no accumulation of forms in his department. The Chief Commandant agrees that some alteration is necessary, and proposes instead of complete reversion to the annual indent system that the standardization

NOTE—Conts. Sheet

Serial No.

system may be supplemented by annual regulation in printing ~~with the~~ in consultation with the department concerned. The Excise Commissioner thinks that the new arrangement has certain inconveniences and if they are not removed reversion to the old practice is desirable. The Superintendent ~~of~~ the Veterinary Department thinks that the standarization system does not need to be changed. The Inspector General of Registration recommends reversion to the old practice. The Registrar of the Chief Court proposes that annual indents might be sent without interfering with standandization.

2. The idea in standardizing was that instead of printing small quantities each year at the time of supply as required the Press could print large quantities at convenience and supply specified quantities to the various departments at the proper time. It was also intended that the various offices should be saved the trouble of preparing any indent each year more or less similar to the indent ~~of~~ the previous year. Standardization has now been ordered in certain cases. If in any particular department it has resulted in the accumulation of forms it simply means that the standard fixed for annual supply is too high and should be reduced. To revert to the old practice of annual indents would be going backward. If the Heads of the Departments in which standardization has been introduced will study their requirements and intimate any modification of the standards previously approved Orders already issued can to that extent be modified. If any modification of the general order is at all necessary

Serial No.

necessary it might be to the effect that each year before despatching the approved quantity of forms the Superintendent might inquire of the Head of the Department concerned whether all the forms of the standardized quantities are required or whether any of them might be reduced in view of the stocks on hand. This will prevent the issue of such forms as may be lying unused in the various offices and may therefore not be required at all or could be required in smaller quantities than usual.

MW 7/

Ch Secy

I (1) A long draft is laid before you.

2 7/5 MW 7/5

(2) A ~~draft~~ draft is drafted for ready.

MW 7/6

22.5.26 JPK 25/5/26

Ch Secy

Please place a clean copy of this draft in the file before submitting to Ch Secy MW 7/6

614/8.6

In stead of requiring the Supply to Committee Heads of Depts regarding annual requirements is it not better to ask them to intimate their needs to the Supply so that he may regulate Supplies accordingly. Fd

NOTE—Contn. Sheet

Secy 26/5/26 Ch 26/5/26

4835

WD 71264—GPB—40,000—17-12-26

Serial No.

The proforma suggested above may be adopted. Draft is modified accordingly & submitted

MW 28/6

Second member

MW 29.6.26

1022 / 29.6.

G. 29/6

Issue MW 30/6

150 To The Secretaries to Govt.
The Heads of Departts & The Supdt. of Stamps
No. G. 75-124 dt 3.7.1926.
Directing that the work of Standardization be proceeded with as quickly as possible & the forms of all departments Standardized early & that the Supply of forms regulated with refce to existing Stock

Proofs 2-7-26 MK 3/7/26

1/7/26 MW

1 Issue 2/7/26

2,974

Fin 2039

WD 731—GPB—8,000—23-10-23

All communications *re* Stationery, and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be on separate letters.

GENL. & REV. SECTT. No. 76. Dr. 12 18 NOV 1925 FROM G. D. SECTION.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 16th November 1925.

12
18

Pls 4-25-42

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

P. G. D'Souza, Esq., B. A., B. L.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

I have the honor to state that the indents of the marginally noted departments have been standardised with the result that those offices do not send their annual indents for Forms and Registers to the Stationery Depot and expect them to be supplied by the Press every year according to the number of copies provided against each form and register in the standardised indent.

Police	✓
Excise	✓
Registration	
Civil	
Criminal	
Treasury	
Meteorological	✓
Veterinary	✓
Chief Inspector of Mines	✓
Military	✓

Experience gained from the inspections of the stocks of Forms and Registers of these offices show that there is a real drawback in dispensing with the indents from the offices whose forms have been standardised. In the absence of the indents, the Stationery Depot has no means of knowing what stocks of Forms and Registers are available in those offices and what the average consumption of those forms has been per annum so as to enable the depot to pass for printing only those forms whose stock has been exhausted and to curtail or enhance the supplies in accordance with the annual consumption and with reference to the existing stock. As it is, the Stationery Depot and the Press are groping in the dark as they have no means of ascertaining the actual quantities of each of the Forms and Registers to be printed as compared with the stocks available.

The present system of printing and supplying the quantities

provided in the standardised indents irrespective of whether any stocks are available or not, has tended to the accumulation of very large quantities of forms which are not much in requisition and to the depletion of very necessary forms as their consumption probably increases every year, and adequate supplies are not made. At any rate, the accumulation of unwanted forms and of those forms whose consumption is not great is accentuated by the existing system as the number of forms provided in the standardised indents is in many cases more than is actually necessary and is not liable to fluctuations due to the variations in consumption year after year and to th balance of stock on hand. For this reason, a large quantity of paper is consumed for the Forms and Registers which are not much in demand which might have been otherwise utilised for printing the forms that are absolutely necessary.

It seems to me that it would tend to economy in the use of printing paper and to savings in cost as well as convenience of supply of necessary forms and also prevention of abnormal accumulation of stocks in offices, if the old system of offices sending indents for forms to the depot is ~~received~~ revived. The depot will then have a safe data to go by in printing the necessary quantities of forms and registers in accordance with the stock in hand and annual consumption. In all the offices inspected by me, the Special Officers who were consulted in the matter ~~appeared to be agreeable~~ expressed their agreement with these views.

I therefore request that orders may be kindly issued to the effect that all the offices whose indents have been standardised should also send their annual indents for Forms and Registers to the Stationery Depot, noting therein the balances on hand and the average annual consumption.

I have the honor to be,

Sir,

Your most obedient servant,

B Rewing

Superintendent.

S.L.N.

App. F.VI G1.]

B650

SUBJECT

Diary No. of letter replied to

General and Revenue Secretariat

( )

, the 192

Date of issue 5/1/26

Signed by Mr. H.V.J.

List of enclosures

Copied by

Examined by

Section pt 5

File No. 4-25

Serial No. 66

No. G 4918-26/Fr/1

To The Heads of Depts concerned.

Sir,

I am directed to forward herewith for opinion & remarks a copy of letter No 256/- S 16/18/12/1925 from the Supdt. Stationery Depot proposing the reversion to the old practice of sending indents (of Depts) for supplies printed forms & registers, and to enquire you to state if any forms & registers supplied according to the standardised index

over

17

~~acte accumulable d'un bout~~

~~beaucoup marché mort~~

have been kindly insured whether you are of opinion that the proposal of Mr. Capel may be accepted

I have etc.

1800.
22/26

D. M. E 7.] 28184 **DEPARTMENT OF MINES AND EXPLOSIVES.**

Telegraphic address;—
"MINESPECTOR."

OFFICE OF THE CHIEF INSPECTOR OF MINES IN MYSORE.

No. 948.
Encl.

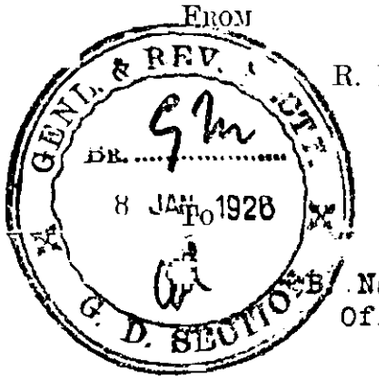
Dated Oorgaum 7th January 1926.
(S. India.)

G.M. 2844.
PHS 4-25-72

FROM

R. BOCQUET, ESQUIRE, J. P.,

CHIEF INSPECTOR OF MINES IN MYSORE.



To B. Nagappa, Esq., Bar-at-Law.,
Offg: Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

Sir,

With reference to your letter No. G.4918-26/ P. & S. 4-15-66 dated 5th January 1926, forwarding for my opinion and remarks a copy of letter No.256 dated 18th November 1925 from the Superintendent of Stationery, Bangalore, proposing the reversion to the old practice of sending annual indents for forms and registers, I have the honour to state that the forms and registers in use in this Department - standardised by Government - do not appear to be in excess of the requirements of the Department, the quantities to be printed and supplied having been fixed after careful scrutiny both by this office and Government and based on the average annual consumption. In-so-far as this Department is concerned, all the forms included in the standardised list are in use.

In view of the fact that these forms have recently been standardised in order to save time and unnecessary labour entailed by the annual indents, I am of opinion that the existing system may be allowed to stand. Moreover, the full quantities prescribed in the Government Order have not as yet been supplied and it is too early to say that the quantities provided are either excessive or insufficient. If, by the experience gained during the remaining period, any variation is considered necessary, action will be taken accordingly.

I have the honour to be,
Sir,
Your most obedient servant,

R. Bocquet.
CHIEF INSPECTOR OF MINES
IN MYSORE.

R.S.

No. H3 1145-P/25

28186

OFFICE OF THE
INSPECTOR-GENERAL OF POLICE IN MYSORE,

Dated, Bangalore, the 7th Jan. 1926.

G.M. 2845.
Pts 4-25-73

FROM

P. F. BOWRING, ESQ., J.P.,
INSPECTOR-GENERAL OF POLICE IN MYSORE,
BANGALORE CITY.

To

P. G. D'Souza, Esqr.,B.A. B.L.,
Chief Secretary to the Government of Mysore
Bangalore.

SIR,

With reference to your letter No.G.4918-26/Pts.
-25-66 dated 5th instant, forwarding copy of letter No.
56 dated 16/18th December 1925, from the Superintendent,
tationery Depot, suggesting that all offices may in
ıture be directed to sent annual indents for the supply
f printed forms and registers required by them etc., I
ave the honor to state that there seems to be some
truth

29647

GOVERNMENT OF MYSORE

METE...GICAL DEPARTMENT

Gu 2916 in PP&S 4-25-66

Office of the Meteorological Reporter to

MYSORE GOVERNMENT

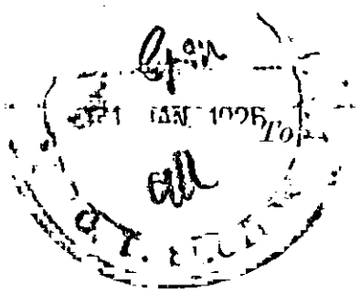
No. 473 *Bangalore, dated the* 9th January *192* 6.

From

C. SESHACHAR, ESQ., M.A., F.R. MET. SOC.,

METEOROLOGICAL REPORTER TO MYSORE GOVERNMENT,

BANGALORE.



To

The Chief Secretary to the Government of

His Highness the Maharaja of Mysore,

B A N G A L O R E.

Sir,

With reference to your letter No. G.4918-26/P & S 4-25-66 dated 5th January 1926 calling for my opinion regarding the proposal of the Superintendent, Stationery Depot, ~~regarding~~ about the preparation of indents for forms and registers annually, I have the honour to state that I agree ~~with~~ to his proposal as it will enable us to correct any mistakes that might have crept into any of the forms. As regards the stock of un-used forms and registers in this Office I may state that the stock on hand is nearly exhausted.

I have the honour to be,

Sir,

Your most obedient servant,

C. Seshachar

Meteorological Reporter,
Mysore Government.

MR.

From

The Meteorological Reporter,
Mysore Govt., Bangalore.

To

The Chief Secretary,
Mysore Govt., Bangalore.

No. 473 dated 9th January 1926.

S U B J E C T.

Submitting the opinion regarding the proposal of the Superintendent, Stationery Depot, regarding the preparation of indents.

30676

Qua 3016

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

P&S 4-25-83

In reply please refer to No. 805 ES

Comptroller's Office, Bangalore,

Dated the 16th January *1926*.

To

B. Nagappa Esq., Bar-at-Law,
Offg. Chief Secretary to the Government of Mysore,
B a n g a l o r e.

Sir,

With reference to your letter No.G.4918-26/P&S 4-25-66 dated 5th January 1926, I have the honor to state that so far as this office is concerned, annual indents for forms and registers are being sent after scrutinising the stock on hand and the requirements for the next year.

I have the honor to be,
Sir,
Your most obedient servant,

T. Satyanarayana Rao
Comptroller.

CV 16/1

31043

Tel. Address.
STATETROOPS

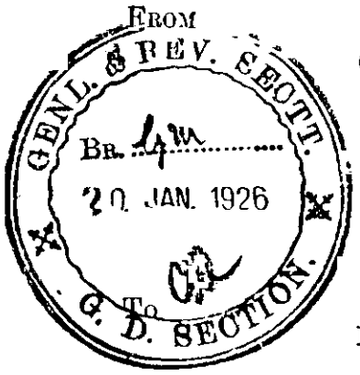
MYSORE STATE TROOPS.

No. G 5393/25-26

Ku 3117 '91
PHS 4-25-85

OFFICE OF THE CHIEF COMMANDANT,

Bangalore, dated 20.1.1926.



FROM

C.S.Kuppusamy Iyengar Esq.,
Chief Commandant, (In charge)
Mysore State Troops, Bangalore.

TO

P.G. D'SOUZA ESQ., B.A., B.L.,
Chief Secretary to the Government of His Highness
the Maharaja of Mysore, Bangalore.

SIR,

With reference to your letter No.G.4918-26/P & S.4-25-66 dated the 5th instant regarding the proposed reversion to the old --- practice of sending indents for the supply of printed Forms etc., I hav the honor to state that as we have only received the first consignment of standardised forms it is too early to say how many of them will lie over unused. I admit that some regulation or discretion in printing and supply of annual requirements is necessary. The Press may at the beginning of the year consult the Department and take up in the first - place only those forms which are required during the year in the order o urgency as indicated by the Department.

So instead of a complete reversion to the annual inden system, the standardised system may be supplemented by annual regulation in printing and supply in consultation with the Department, concerned.

I have the honor to be,
Sir,
Your most obedient servant,

Chief Commandant I/C,
Mysore State Troops.

2.5.

33334

Rm 3537 (2)

Postal Address:—Post box No. 5. Tel. Address:—Excomr. Bangalore.

PHS-25-93

Excise Department,

Government of Mysore.

IN REPLY REFER TO
NO. G.C.&a-25
ENCL.....

OFFICE OF THE EXCISE COMMISSIONER
IN MYSORE,

Bangalore dated.....February...192 6.

GENL. & REV. SECTT. G. D. SECTION. BR. FROM 4 FEB. 1926

V.R. Thyagaraja Iyer, Esqr., M.A.,
Excise Commissioner in Mysore.

To

P.G. D'Souza, Esqr., B.A., B.L.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
B A N G A L O R E.

Sir,

With reference to your letter No.G.4918-26/P.& S.4-25-66 dated 5th January 1926, calling for my opinion regarding the proposal of the Superintendent, Government Printing, in the matter of replacing the present system of supplying forms and registers according to the standardised indent, by the old practice of the departments sending their indents to the Press, I have the honour to state that the -- subject has been referred to the Deputy Commissioners of Districts, for their opinion and that a further report will be made to Government on the receipt of their replies.

2. The existing system of supply from the Press, has caused a good deal of inconvenience in most of the subordinate offices, so much so that this office had to address the Superintendent several times for a prompt supply of the articles required.

3. Unless the above inconv s removed, a modification of the present system will be necessary.

I have the honour to be,
Sir,
Your most obedient servant,

3/2/26

DSN/3-2-26. Excise Commissioner.

35348

Telegraphic Address:- "Agri., Bangalore."
Code-5th Edition, A. B. C.

Fin 38-96
P&S 4-25-

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

In reply please quote in full the Nos. and indicative symbol given below.
ROC. 1183-A of 25-26

Bangalore,
February 17, 1926.

GENL. & REV. SECTION
20 FEB 1926
G. D. SECTION.

FROM

BY G. H. KRUMBIEGEL, ESQ., F.R.H.S.,
OFFG. DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

The Chief Secretary to the Govt. of Mysore,
Bangalore.

SIR,

With reference to your No.G.4918-26/P&S.4-25-66, dated 5th ultimo, I have the honor to forward herewith copy of a letter No.14837, dated 2nd instant, from the Superintendent, Civil Veterinary Department, in which it is explained that the present system of obtaining standard quantities of forms from the Government Press without a formal annual indent is working satisfactorily and that there is no accumulation of forms and registers in his department. I quite agree with Major Simpson and consider that no change is called for, so far as this department is concerned.

Letter No.14837 dated 2nd February 1926 from the Superintendent, Civil Veterinary Department, to the Director of Agriculture in Mysore, Bangalore.

With reference to letter No.G.4918-26/P & S.4-25-66 dated 5th Jany. 1926 from the Chief Secretary to Government of Mysore, forwarded under your No.Roc.1183-A of 25-26 dated 12th January 1926, I have the honour to state that the present system is working very satisfactorily and as far as this department is concerned, there is no accumulation of forms and registers, in fact there has been a continual shortage. The only objection to furnishing annual indents to the Superintendent, Government Printing, is that it would mean additional work to an already overworked staff.

****

"C O P Y."

Offg.Director of Agriculture.

39406

In reply refer to
No. CR 568/25-26.
Encl.

OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION
IN MYSORE,

Bangalore, dated 22nd March 192 6

Gen 4561
PFS 4-25-116.

From

V. R. THYAGARAJA AIYAR, Esq., M.A.,
Inspector General of Registration in Mysore.

To

The Hon'ble R. G. D'SOUZA, Esq., B.A., B.L.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

GEN. & REV. SECTT.
Bn.
23 MAR. 1926
G. D. SECTION

Standardization of Registers and forms.

Sir,

With reference to your letter No. G.4818-26/P & S. 4-25-66 dated 5th January 1926, I have the honour to state that the complaint of the Superintendent of Stationery, that under the present system as supplied are made without indents, the Stationery Depot has no means of knowing what stock of forms and registers is available in each office, and what the average consumption of the forms has been per annum, and that as a result thereof a large number of forms are lying unused, is, to some extent, well founded.

2. On calling for the opinions in the matter, the District Registrars of Bangalore, Shimoga, Kolar and Chitaldrug, state that they are in favour of continuing the present system, while those of Tumkur and Mysore Districts report that the old system may again be followed, so that the indents may be sent for the actual quantity required. The District Registrars of Hassan and Kadur have no objection to follow the old practice.

3. Under the present system, as the Superintendent of Stationery states, the supplies made in the absence of information re. the actual stock of forms and registers on hand, and the average quantity

consumed

consumed, may result in redundant stocks. The District Registrar, Tumkur, reports that there has been such a surplus stock of forms in certain Sub-Registry Offices. I have also noticed recently in my inspection of the Bangalore District Registry office such surplus stock of forms, and have issued instructions to transfer such extra stock to the Sub-Registry offices wherever there is deficient stock or to return it to the Head Office. I am, therefore, of opinion that the old system of obtaining forms and registers on indents, may be ordered to be followed.

I have the honour to be,

Sir,

Your most obedient servant,

by [illegible] 22/3/26

Inspector-General of Registration.

22/3/26.

39414

Gen 4593

Postal Address:—Post box No. 5.

Tel. Address:—Excomr. Bangalore.

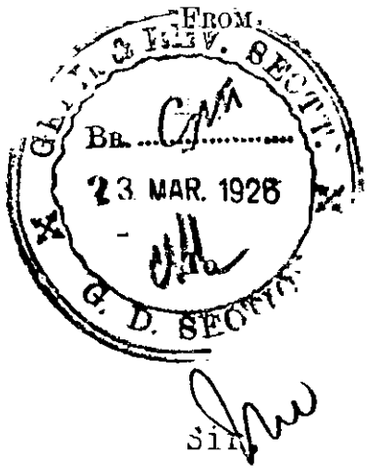
Excise Department,

Government of Mysore.

PD 4-25-48

IN REPLY REFER TO
No. G.C. 80 +25
ENCL. 2w-0

OFFICE OF THE EXCISE COMMISSIONER
IN MYSORE,
Bangalore dated 23rd March *1926*.



V.R. Thyagaraja Iyer, Esqr., M.A.,
~~The~~ Excise Commissioner in Mysore.

P.G. D'Souza, Esqr., B.A.,B.L.,
Chief Secretary to Government of Mysore
Bangalore.

Sir,

In continuation of this office letter No. G.C. 80-25 dated 3rd February 1926 regarding the proposal of the - - Superintendent, Government Printing, in the matter of replacing the present system of supplying forms and registers by the old method of the departments sending their indents to the Press, I have the honour to forward herewith, for the information of Government, copies of reports received from the Deputy Commissioners of the marginally noted Districts.

Kadur.
Kolar.
Tumkur.
Chitaldrug.
Hassan.
Shimoga.
Bangalore

2. The Deputy Commissioners of Bangalore, Chitaldrug, - - Shimoga and Kadur are in favour of the continuance of the -- present system of supplying and printing forms, while those of Kolar, Hassan and Tumkur Districts urge the revival of the old practice. Though the former advocate the continuance of the existing mode of supply, yet they refer to much inconvenience caused to them by the non-compliance with their requisitions promptly and punctually by the Superintendent.

3. As already stated in my letters referred to above, the present system has not been working well and requires therefore some modifications in the light of these views.

4. Besides, a change from the present to the old method will not only minimise a good deal of correspondence, but also place the Indenting officer in a position to regulate the demand and supply of forms etc., required by him. I am of opinion that the Deputy Commissioners of Districts may forward their indents for forms required direct to the -- Superintendent, who may comply with them promptly.

5. It appears from the several reports that no forms and registers are lying unused in the offices referred to, as there has been no regular supply of the same from the - - Printing Press.

I have the honour to be,
Sir,
Your most obedient servant,

22/3/26

Excise Commissioner
in Mysore.

22/3/26

C.R.B/22-3-26.

Copy of letter No. E. To.320/25-26 dated 9th March 1926 from the Deputy Commissioner, Mangalore District, to the Excise Commissioner in Mysore.

With reference to your letter No. G. 80-25 dated 13th January 1926, calling for my opinion about sending indents for the supply of forms and registers required for this office, I have the honour to state that the present practice of sending forms and registers without any indents therefor may be continued as laid down in G. C.No. 4298-300.E. 50-21-1 dated 21st March 1922.

The only improvement that is required in this direction is that the forms and registers should be supplied regularly in the month of April every year as laid down in para 2 of the Government Order referred to above.

Copy of letter No. D2 Dis. 32/25-26 dated 25th January 1926 from the Deputy Commissioner, Shimoga District, to the Excise -- Commissioner in Mysore.

With reference to your letter No. G.C. 80-25 dated 13-1-1926 requesting me to furnish my opinion (1) whether if any Departmental forms and registers supplied according to the standardised indents are lying unused and (2) whether it is not desirable to revert to the old practice of the several departments sending indents for the supply of printed forms and registers as recommended by the -- Stationery Superintendent, I have the honour to intimate that there is no surplus quantity of forms and registers left unused in this office and there could be no difficulty if the supply of the Departmental forms and books according to the standardised indents are promptly complied with by the Superintendent, Government Press.

Copy of letter No. Ex. 196 dated 7th February 1926 from the Deputy Commissioner, Hassan District, to the Excise Commissioner in Mysore.

****

With reference to your letter No. G.C. 80-25 dated 13-1-26 and reminder thereon dated the 3rd instant, calling for opinion as to whether the old practice of obtaining forms and registers on annual indents may be revived, I have the honour to state from experience that, with the introduction of the supply of forms on a standardised basis as per G.C. No. 4298-300/E.A.50-21-1 dated 21-3-1922, there

P.T.O.

there has been no small difficulty in getting the necessary forms either in time or in sufficient quantities to meet the requirements for a year so much as that a number of requisitions had to be sent to the Superintendent in the matter. In no case has the full supply been given. Thus when the situation in offices is one of starvation for forms there can be no scope for unused copies of the same.

In the above circumstances, I am in favour of reverting to the old method of sending in yearly indents as it has the advantage of placing the indenting officers in a position to regulate the demand and supply of forms and registers required for a year

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Copy of letter No. 192 dated 6th February 1926 from the Deputy Commissioner, Chitaldrug District, to the Excise Commissioner in Mysore.

.....

With reference to your letter No. G.C. 80-25 dated 13-1-26 requesting my opinion re: the reversion to the ~~last~~ old practice of forwarding indents for forms required for the use of the offices of the -- Excise Department, I have the honour to state that Government have, by long experience and consultation with the Heads of Departments concerned, standardised the supply of forms and registers in their Order No. 4298-300/E.A. 50-21-1 dated 21st March 1922 dispensing with the system of sending up indents which was considered to involve much labour. Since then, the system of supplying the quantities of forms etc., provided in the standardised indents, appears to be -- working satisfactorily and so far as this office is concerned, there is no accumulation of large quantities of books and forms as curtailed by the Superintendent of Stationery in his letter No. 256 dated 18th November 1925 addressed to the Chief Secretary to Government.

2. If for any reason, some stock of forms and registers remain -- unused in any office, I am of opinion that the offices concerned may be required to send up a list showing the number of spare forms -- available with them at the end of each year, so that the Superintendent of stationery may restrict the supply of such forms to what may be required to make up the quantities prescribed in the standardised indents.

I am therefore of opinion that no modification is called for in the existing practice.

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Copy of letter No. 273 dated 30th January 1926 from the Deputy Commissioner, Tumkur District, to the Excise Commissioner in Mysore

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With reference to your No. G.C. 80-25 dated the 13th instant forwarding for opinion a copy of Chief Secretary's letter No. G. 4918-26/P&S 4-25-66 dated the 5th January 1926 regarding the -- change proposed in the place of the existing system of supply of forms and registers, - have the honour to state as follows :-

The forms of the department were standardised as per Government Order No. 4298-300/E.A. 50-21-1 dated the 21st March 1922, were required to be printed and supplied by the Government Press - - direct to the Districts in April every year, the approximate -- numbers being fixed as per the lists attached thereto.

In the case of those prescribed for Districts, 22 registers are not to be printed at all, while in the case of 18 the headings only are to be printed. Yet the supply has not been regular and this has given room to much complaint from the subordinate - - offices. The provision made for inspection books, forms of T.T. system, shop licenses etc., is very inadequate considering the large number of toddy shops in the District and hence there are no books etc. lying unused in his District.

To remedy the complaints from the subordinate offices, it is desirable to revive the old method of compliance with regular annual indents, but with the modification that the supply should be made direct to the Sub Division officers in charge of the Excise work, on the analogy of the supply of stationery articles. The Sub Division officers are in a better position to know the exact need of each office in their jurisdiction as they frequently visit it in their monthly tours. This direct supply will avoid waste and will minimise correspondence and cost of transmission.

Copy of letter No. 252 dated 4th February 1926 from the -- Deputy Commissioner, Kolar District, to the Excise Commissioner in Mysore.

"""""""""""""""""""""""""""""""""

With reference to your letter No. C.C. 80-25 dated the 13th current requesting my opinion anent the reversion to the old -- practice of sending indents for Departmental forms and registers, in place of the existing system of supplying the forms etc., --

etc., direct from the Press, I have the honour to state that I am agreeable to the change proposed.

There are no forms and registers lying unused in this office.

.....

Copy of letter No. 247 dated 21st January 1926 from the Deputy Commissioner, Kadur District, to the Excise Commissioner in Mysore.

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With reference to your letter No. C.C. 80-25 dated 13th January 1926 calling for my opinion in the matter of reviving the old system of sending indents for forms and registers in lieu of the existing practice as suggested by the Superintendent of Stationery, I have the honour to state that in no year the supply of these forms and registers was received according to the standardised indents from the Press with the result that the Excise Commissioner had to be repeated many a time to kindly address the Superintendent for -- prompt supply. In many instances, either on account of the receipt of inadequate supply after a great delay or on account of the non-receipt of supply, manuscript forms had to be adopted to get through the work done somehow. It may be stated here that requisitions were received from the Press for furnishing the samples of forms and -- registers, and notwithstanding this, no supply was received, If -- according to the present system, the supply had been made as per quantity prescribed, there could have been no necessity to resort to the maintenance of these forms and registers in manuscript form. Since sufficient supply was not received as stated anove, no forms and registers are lying unused in my office

In these circumstances, I am of opinion that the existing system is good and may be continued.

" Copy "

22/3/26

Excise Commissioner
in Mysore.

22/3/26.

G.R.B/22-3-26.

4139;

Gm 4835
(34

Telgm:
"JUSTICE"

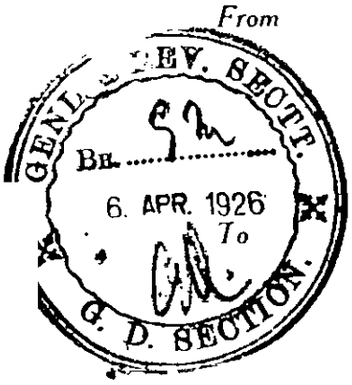
IMMEDIATE.

CHIEF COURT OF MYSORE,
Public Office Buildings, Cubbon Park,

Bangalore.....6th...April....*1926*

R. O. C. No. 924/25-26/Gn one

P84-25-12



From

A. Sreenivasaragavachari, Esq., B.A., B.L.,
Registrar, Chief Court of Mysore.

P. G. D'Souza, Esq., B.A., B.L.,
Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

I am directed to invite reference to G.O.No.3594-6 E.A. 61-21-5 dated 11th December 1922 and to G.O.No.G.257-9 E. 62-21-2 dated 27th December 1922 laying down rules in regard t the printing and supply of forms required by Civil and Crimina Courts in the State.

In your letter No.G.4918-26/P.& S. 4-25-66 dated 5th January 1926 you had forwarded a copy of letter No.256 dated 16/18th December 1925 from the Superintendent, Stationery Depot, suggesting the reversion to the former practice of departments sending indents for the supply of printed forms, etc., and requesting to be furnished with the opinion of the Chief Court in the matter.

I am to observe that although the standardization of forms under the said G.Os. marks a great improvement, the dispensing with of annual indents for forms, etc., from the several courts, Civil and Criminal, has tended to make the supply inelastic owing to the quantity to be supplied being fixed rigidly once for all. There may be fluctuationsin regard to the cases instituted or disposed of in Civil and Criminal Courts and a consequent excess or inadequacy of

supply

supply of printed forms.

Enquiries made of several courts elicited the information that there was not any abnormal accumulation of large quantities of forms lying unused. At the same time as already observed with a view to avoid such occasional accumulations it would be better to reintroduce the practice of courts sending annual indents to the Superintendent, Government Stationery, for the forms, etc. required, without in any way interfering with the standardization of forms.

With a view to a speedy disposal of the question the undersigned had a meeting with the Superintendent, Government Stationery, at which the question was discussed in all its various aspects. The undersigned and the Superintendent, Government Stationery have agreed to the draft proposals appended herewith which will in fact reintroduce the old system of indents, with certain safeguards.

I am to request that Government may be pleased to suitably amend the G.Os. referred to at the head of this letter, by incorporating the draft proposals mutually agreed upon between the Chief Court and the Superintendent Government Stationery.

I have the honour to be

Sir,

Your most obedient servant,

Athmanabhogaraja

REGISTRAR. 6/4/26

pnk.

Office of the Superintendent.
Government Stationery Depot,
Dated, Bangalore, 1st April 1926.

No.452/Enc.1

From

B. Puttaiya, Esq., B.A.,
Superintendent of Stationery,
Bangalore.

To

A. Sreenivasaragavachari, Esq., B.A., B.L.,
Registrar, Chief Court of Mysore,
Bangalore.

Sir,

With reference to our conversation yesterday on on the subject of the preparation of indents for Forms and supply of Forms to the Courts, I have the honor to forward herewith a copy of the revised proposals for your final acceptance.

I have, etc.,

Sd/-. B. Puttaiya,
Superintendent.

****

"Copy"
Sreenivasaragavachari
Registrar.

MKR

DRAFT PROPOSALS.

(37)

1. The standardization and numbering of forms will remain as at present, but, instead of the number of forms etc., to be supplied being fixed once for all, they will be supplied only on annual indents.

2. Such indents need not pass through the Chief Court, but will be sent direct to the Superintendent by the Courts concerned.

3. Courts should indent only for such forms etc., and for such numbers as are necessary for consumption of the ensuing year, having regard to the average consumption, stock on hand, fluctuations in institutions etc., based on the figures in the Receipt and Issue Books of Forms to be maintained up-to-date in each Court.

4. The Superintendent shall keep sets of samples of the standardised forms and the Courts will not be bound to send such samples (except when a form has been newly introduced, amended or altered).

5. The indenting officer shall give sufficient reason for indenting more forms than the average consumption.

6. The Superintendent will supply the forms indented <u>without any reduction</u> when indent is made out as required in para 3. If he considers any reduction necessary, he shall refer the matter to the Chief Court whose decision in the matter shall be final.

7. The indenting officer shall return forms in excess to the Superintendent with the indent, if such forms cannot be used up or consumed in the succeeding year or years.

8. Indents for forms will be sent as at present on 31st March of every year and the Superintendent shall supply all the forms required in one batch or in instalments extending

over

over the months of June, July, August and September no balance being left by the beginning of October of every year

Sd/-. B. Puttaiya,
Superintendent.

****

"Copy"

Registrar.

(39)

Proceedings of the Government of
His Highness the Maharaja of Mysore.

R e a d:-

Government Order No.2139-2192/ E.A.G.444 dated the 19th May 1920 directing the preparation of a comprehensive Standard List of the forms in use in the several departments.

2. Government Order No.G.12235-92/E.A. 7-23-3, dated the 29th February 1924, directing that the work of Standardization be attended to by the Heads of Departments in future and approval of Government to the Standard Lists obtained.

3. Letter No.256 dated the 16th November 1925 from the Superintendent of Stationery stating that the present system of supplying forms according to a Standing List without annual ind nts from departments, has tended to the accumulation in the departments of certain forms which are not much in demand and to the depletion of necessary forms much earlier than expected and suggesting a reversion to the old system of annual indents in order to avoid complaints from departments.

4. Opinions of the Heads of Departments concerned on the proposal of the Superinten ent of Stationery.

...

(4

Order No. G75-124 / PHS 4-25-150

Bangalore 3rd July 1926.

On a consideration of the whole question with reference to the opinions furnished by the Heads of Departments concerned, Government consider that, while the supplies may in some cases be found short and in others somewhat excessive, Standardization has many advantages and that the defects brought to light can be remedied without reversion to the old system of annual indents. Government therefore direct that the work of Standardization be proceeded with as quickly as possible and the forms of all departments standardized early. With a view however to adjust the supplies to the actual needs of departments, the Heads of Departments concerned will, before the end of May each year intimate to the Superintendent of Stationery whether in consideration of existing stock or of larger demand the supplies of any particular forms have to be increased or decreased and to what extent. The Superintendent of Stationery may vary the supplies accordingly. He will however obtain the sanction of Government where the demand is much in excess of the approved standard of supply.

Chief Secretary to Govt.,

To

The Secretaries to Govt.,
The Heads of Departments,
The Superintendent of Stationery.

S.O.G

141

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 75-124—P. & S. 4-25-150, dated 3rd July 1926.

Standardization of forms.

Issuing certain instructions *re* the —— and their supply to Departments.

READ—

Government Order No. 2139-2192—E. A. G. 444, dated the 19th May 1920, directing the preparation of a comprehensive Standard List of the forms in use in the several departments.

2. Government Order No. G. 12235-92—E. A. 7-23-3, dated the 29th February 1924, directing that the work of Standardization be attended to by the Heads of Departments in future and approval of Government to the Standard Lists obtained.

3. Letter No. 256, dated the 16th November 1925 from the Superintendent of Stationery, stating that the present system of supplying forms according to a Standing List without annual indents from departments, has tended to the accumulation in the departments of certain forms which are not much in demand and to the depletion of necessary forms much earlier than expected and suggesting a reversion to the old system of annual indents in order to avoid complaints from departments.

4. Opinions of the Heads of Departments concerned on the proposal of the Superintendent of Stationery.

ORDER NO. G. 75-124—P. & S. 4-25-150, DATED 3RD JULY 1926.

On a consideration of the whole question with reference to the opinions furnished by the Heads of Departments concerned, Government consider that, while the supplies may in some cases be found short and in others somewhat excessive, Standardization has many advantages and that the defects brought to light can be remedied without reversion to the old system of annual indents. Government therefore direct that the work of Standardization be proceeded with as quickly as possible and the forms of all departments standardized early. With a view, however, to adjust the supplies to the actual needs of departments, the Heads of Departments concerned will, before the end of May each year, intimate to the Superintendent of Stationery whether in consideration of existing stock or of larger demand, the supplies of any particular forms have to be increased or decreased and to what extent. The Superintendent of Stationery may vary the supplies accordingly. He will, however, obtain the sanction of Government where the demand is much in excess of the approved standard of supply.

P. G. D'SOUZA,
Chief Secretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
The Superintendent of Stationery.

Exd.—P. S. R. N.

W D 29—GP.3—586—11-7-26.